



**St Edmund Hall, Oxford**  
**Job Description - Further Particulars**

**Deputy Head Butler & Cellar Manager**

**1. The College**

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13<sup>th</sup> Century, making it one of the oldest education institutions now within the University of Oxford.

The College first appeared in 1317 in the rent roll of Osney Abbey and is named after St Edmund of Abingdon, who is believed to have lived and taught here in the early thirteenth century. The Reformation resulted in the sale of Halls by the Crown to the Colleges, eager to absorb them into their buildings.

The Hall was acquired, but not absorbed, by the Queen's College in 1557. For centuries, Queen's appointed the Principal of the Hall, which continued to exist separately and self-determining. In 1913, the University, realising now the importance of this last link with medieval Oxford, refused to allow Queen's to absorb the Hall and an order was made in Council preserving the Hall's separate identity and a Royal Charter was granted for full collegiate status in 1957. However, the ancient name of "Hall" was retained, to reflect its long history and pre-collegiate roots.

**Dining at the Hall**

Meals at St Edmund Hall are one of the most sociable aspects of studying here. Meals are served throughout full term in the Wolfson Hall at the main College site in Queen's Lane. The quality of the food is exceptional, and we cater for a wide range of tastes. Wolfson Hall and the extensive residential accommodation above it were the result of the Hall's post-1945 development. Wolfson Hall can offer dining facilities for up to 250 people and is used not only for student meals and Formal Halls but is an ideal venue for conferences and weddings.

The Old Dining Hall was built in 1652 and is maintained in its original condition with minstrels' gallery and portraits of former Principals. It can accommodate an intimate seated dinner for up to 45 people and is used for Senior Common Room Guest Nights as well as private dinners and weddings.

**2. General Overview**

The Hall and Senior Common Room teams are an integral part of St Edmund Hall. The management team currently comprises:

- The Head Butler
- The Deputy Head Butler and Cellar Manager
- An Assistant Butler
- A Catering Supervisor

The team also includes Catering Assistants with support from casual workers. The team works very closely with the Director of Catering, the Head Chef, the Kitchen Brigade and the Conferencing team.

### **3. The Post**

The Deputy Head Butler and Cellar Manager has a key supervisory role in the department and reports to the Head Butler. The role is responsible for the day-to-day supervision, administration, and maintenance of the highest standard of service in all catering service areas and will be expected to assist the Head Butler to oversee Formal Hall dinners and other catering events. In addition, the postholder will also act as the College's Cellar Manager and has line management responsibilities for the SCR Assistant.

**Reports To:** The Head Butler. The Director of Catering has overall responsibility for the department.

### **4. Responsibilities**

1. In conjunction with the Head Butler, assist with the supervision of all catering events and liaise as necessary with other departments.
2. Assist the Head Butler with the supervision, training and welfare of all full, part-time, and casual catering service staff and the allocation of their duties.
3. Under the direction of the Head Butler maintain all catering areas to ensure the highest standards of cleanliness, hygiene, and repair.
4. In conjunction with the Head Butler, be responsible for the general security of all catering areas.
5. Carry out daily routine tasks, e.g., setting up tables, waiting on tables and servicing College events, operating equipment, assisting in food service, cleaning of all service areas, and ensuring this meets with hygiene procedures and regulations and cleaning schedules. The Deputy Head Butler, overseen by the Head Butler, will be responsible for the Senior Common Room operations, including the online booking system. They will also be responsible for the induction, training, and oversight of the new SCR Assistant.
6. Maintain the highest standards of staff discipline, dress, hygiene, service and carry out staff performance development reviews/appraisals and record sickness/absences and holidays on the HR database.
7. To ensure the most economic utilisation of labour, lighting, equipment, and foodstuffs. Staff absences may have to be covered by the Deputy Head Butler if necessary.
8. Ensure compliance with the College's health and safety policy and food hygiene regulations and ensure any defects are reported to the Head Butler or in their absence, to

the Domestic Bursar.

9. Ensure compliance with the College's food allergy policy for all catering events and liaise with the kitchen staff as required.
10. Process administrative tasks as required.
11. Communicate and liaise with other members the catering/kitchen team, working together to ensure high standards are maintained.
12. Maintain records of relevant areas of responsibility.
13. To attend training and development as and when requested.
14. Ensure that high standards of personal hygiene and presentation are adhered to at all times including the wearing of College uniform and PPE.
15. To be highly confidential and professional at all times.
16. In conjunction with the Head Butler, to ensure the Servery is adequately but not over-staffed for student/staff meals and formal dinners and ensure that all hours are recorded for salary purposes.
17. Ensure that maintenance faults are reported in a timely manner and follow-up action is taken.
18. In conjunction with the Head Butler, produce weekly rotas for casual staff.
19. In liaison with the Head Butler, manage all aspects of the cellar operation ensuring regular communication with the Steward of Common Room and Bursary Administrator. This includes stock records, ordering, and movements on the stock management system; racking and storage in the cellars; advising on selection for usage and off-sales and attending wine tastings. The postholder should also attend relevant accredited wine courses when required.
20. Manage the day-to-day care, cleanliness, security, and use of the College silver in conjunction with the Chattels and Pictures Fellow and Steward of Common Room.
21. Any other duties as may reasonably be required by the Head Butler and Director of Catering.

The post-holder will be expected to be flexible and perform different tasks as necessitated by the changing role within the College's organisation and objectives. This job description may be reviewed periodically in conjunction with the post-holder and the requirements of the College.

Please note, the role involves standing for long periods of time and moving/lifting furniture e.g., tables/chairs.

## 5. Selection Criteria/Person Specification

REQUIREMENTS	Essential and desirable criteria	
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<b>Experience &amp; Qualifications</b>		
Relevant experience in catering e.g., serving food and wine to varying numbers of customers at all levels.	√	
Experience of supervising a team.	√	
A Food Hygiene qualification.	√	
Experience of working in a college or Higher Education environment.		√
<b>Skills, knowledge and abilities</b>		
Excellent interpersonal, written and communication skills, with the ability to deal appropriately with all relevant stakeholders including students, Fellows, and colleagues.	√	
Sound administration and IT skills and the ability to multitask and prioritise effectively.	√	
The ability to deal appropriately with confidential information.	√	
The ability to work calmly and efficiently during periods of intense activity.	√	
Knowledge and understanding of Health and Safety Legislation.	√	
Be flexible and have a willingness to adapt to changing situations. The flexibility to work outside contractual hours when required.	√	
High levels of professionalism and a disciplined approach to work.	√	
A willingness to participate in training courses (e.g., First Aid, Fire Marshall, accredited wine training and Customer Service) and a commitment to their own professional development.	√	
<b>Personal Attributes</b>		
Awareness and sensitivity to different cultures and languages.	√	
Personal resilience in terms of stamina and ability to handle occasional challenging situations calmly with diplomacy.	√	
Well-presented and smart at all times.	√	

## 6. Terms & Conditions

Appointment:	This is a full-time, permanent post working 40 hours per week Monday to Sunday. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	£36,204 per annum (St Edmund Hall Grade 5.8). Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.
Hours of Work:	Normal hours of work will be 40 hours per week working on a 5 out of 7 days rota comprising early and late shifts. The Catering Department operates between the hours of 07:30 and 22:00, Monday to Sunday. Breaks are unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days (inclusive of bank holidays). The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the appointee may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Head Butler.
Meals:	A meal is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.
Parking:	Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook.

## 7. Application Process

Interested applicants should forward the following documents:

1. An Application Form (found on our website);
2. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk) by **09:00 on Monday, 22 September 2025**. Applications can also be sent to the HR Department, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held week-commencing 29 September 2025 in Oxford.

Informal enquiries about the post should be directed to [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk).

The successful candidate will be expected to start as soon as possible.

### **Equality of Opportunity**

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### **Recruitment Monitoring**

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk).

### **Notes**

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*